



Solar Power

AFRICA

THE LEADING SOLAR & ENERGY STORAGE EVENT IN AFRICA

16 – 18 FEBRUARY 2022

CAPE TOWN INTERNATIONAL CONVENTION CENTRE

www.solarpowerexpo.co.za

ADDITIONAL SERVICES MANUAL

SOLAR AFRICA
POWER

 messe frankfurt

INDEX

EVENT INFORMATION & RULES & REGULATIONS

A GENERAL

1.1	Dates & Times	A3
1.2	Access & Badges	A3
1.3	Parking	A3
1.4	Organisers' Office	A3
1.5	Media Office	A3
1.6	Website Login	A3
1.7	Emergency Procedure	A3
2	Damage to property	A3-A4
3	General obligations of the exhibitor	A4
4	Domicilli and notices	A4
5	Exclusions	A4
6	Indemnity	A4-A5
7	Insurance	A5

B STAND DESIGN & PLANNING

8	Positioning of display goods	A5
9	Decorations and display advertisements	A5
10	Construction of aisle and open spaces	A5
11	Submission of plans	A5
12	Open frontages	A5
13	Edge of partitions	A5
14	Adjacent stands	A5-A6
15	Tops of stands	A6
16	Visits to stands	A6
17	Inspection by exhibitor	A6
18	Measurement and areas of the stand	A6
19	Floor loading and maximum heights	A6
20	Defects in the stand	A6
21	Limitations on buildings or erections on the stand	A6
22	Positioning of exhibits	A6
23	Positioning of signboards	A6
24	Contractors	A6-A7
25	Package stands	A7
26	Group stands	A7

C CONSTRUCTION OF STANDS

27	Safety precautions	A7
28	Service connections	A7
29	Compressed air, water and waste	A7
30	Hung signs	A7
31	Doors and windows	A7
32	Single storey stands	A7
33	Other stands	A7
34	Stands overlooking lower levels	A8
35	Erection and demolition	A8
36	Protection of dangerous machinery and objects	A8
37	Approved materials	A8
38	Categories of approved materials	A8-A9
39	Painting	A9
40	Build-up dates	A9
41	Obstruction of stands and gangways	A9
42	Fire alarms and hydrants, exit signs, etc.	A9

43	Cutting and fixing to buildings and premise	A9
44	Clearance of refuse	A9
45	Dilapidation	A9-A10
46	Safe working practices	A10
47	Medical and first aid	A10
D	DELIVERY OF EXHIBITS	
48	Exhibits - delivery and handling	A10
E	FIRE PROTECTION	
49	Dangerous, explosive and objectionable articles.....	A11
50	Construction of stands	A11
51	Exits	A11
52	Fire Equipment	A11
53	Written permissions	A11
54	Legal obligations	A11
F	ELECTRICAL INSTALLATION	
55	Provision of electricity	A11
56	Hall Lighting	A11
57	Electrical Consumption	A11-A12
58	Wiring Installations	A12
59	Connections and Protection of Wiring	A12
60	Safety Measures	A12
61	Ultra-Violet Rays	A12
62	Use of Signs, HT Luminous & HT Fluorescent Tubes, etc.	A12
63	Precautions against excessive heat	A13
64	Gas Regulations	A13
G	PLUMBING AND WATER SUPPLY	
65	Plumbing and water connections	A13
66	Costs	A13
H	SECURITY	
67	Security Contractor	A13
68	Responsibility for contents of the stand	A13
69	Police Station	A13
I	CLEANING	
70	Cleaning Contractor	A13
71	Exhibitors responsibility to maintain a clean stand	A13
J	ON SITE MATERIALS HANDLING	
72	On-Site Materials Handling Contractor	A13
K	MUSIC AND SOUND	
73	Public address and loud hailer systems.....	A13
L	PARKING / TRAFFIC CONTROL	
74	Parking and traffic	A13
M	PAMPHLETS	
75	Distribution of pamphlets	A13
N	SAMPLES	
76	Distribution of samples	A13
O	CATERING AND VENDING	
77	Catering	A14
P	BREAKDOWN	
	A14

EVENT INFORMATION & RULES AND REGULATIONS

A GENERAL

1.1 DATES AND TIMES

Show Period Wed 16 – Fri 18 February 2022
08:00 – 17:00

Morning Session	08:00-12:00
Sanitizing of Halls	12:00-13:00
Afternoon Session	13:00-17:00
Exhibitor Access daily from	08:00
Admission Gates Close	16:30
Halls close for Exhibitors	17:00

Space Only / Own Design Stands:

Build-Up: Mon 14 - Tue 15 February 2022
Times: 08:00 - 20:00
Build-up to be completed by:
Tue 15 February 20:00

Walk-On Package Stands

Build-Up: Tue 15 February 2022
Times & to be completed by: Tue 15 February 08:00-20:00

Show Breakdown Times

Breakdown: Fri 18 February 2022
Times: **Hand held items only:** Fri 18 Feb 17:00 - 20:00
Full Break-down Fri 18 Feb 20:00 - 00:00
To be completed by: Fri 18 Feb 00:00

1.2 ACCESS AND BADGES

1.2.1 **Exhibitor Badges:** Exhibitor badges will be valid for Show Period. Wristbands will be issued for the build-up and breakdown periods. Available from the Exhibitor Accreditation Area.

1.3 CONTRACTOR WRIST BANDS

Contractor wrist bands: There will be different colours representing build-up, show-time & break-down. Available from the loading bay where contractors will be accredited once account is paid up. Contractors will receive build-up and break-down wristbands when accrediting.

1.4 PARKING

Exhibitors will be able to purchase parking tickets from the CTICC Parking Desk which will be situated in the exhibition area;

- The parking desk will be provided on event days only, for the period of 9 hours, depending on the client's requirements:
- 08:00 – 17:00
- 09:00 – 18:00
- 10:00 – 19:00
- Purchasing can be done by cash or credit card;
- Should clients choose to utilize the pay on foot system, please see the Exhibitor Manual from the CTICC.

1.5 ORGANISER'S OFFICE

Location: Will be confirmed closer to the event
Hours: Same as Build-up and Show times

Credit Card Facility: MasterCard and Visa cards will be accepted for payment of services

1.6 EMERGENCY PROCEDURE

The Safety Officer will make available a plan which will be posted on the website under the exhibitor login section which is password protected.

2 DAMAGE TO PROPERTY

2.1 The Exhibitor shall not:

- 2.1.1 allow the drilling of holes, driving in of nails or screws, painting or in any other way allow any damage to be done to any door, wall, ceiling, window, floor, fixture or fitting or any building.
- 2.1.2 allow the removal of any fence or demarcation equipment, plant material or any other fixture or fitting or in any other way cause damage to same.
- 2.1.3 allow the digging of any holes, the uplifting, painting or otherwise damaging of any paving.
- 2.1.4 allow washing or cleaning of painting equipment anywhere other than in the facilities provided for the purpose. In particular, the Exhibitor shall not use any of the toilet facilities for the abovementioned purpose.
- 2.1.5 Unless given the prior written consent of the Venue Technical Services Manager and unless he has completed a Liability Form:

- a) suspend any object from any ceiling or roof construction;
- b) tamper with or make any changes to any electrical or other technical installation or reticulation on the stand or on the property;
- c) bring into any building any article that will exceed the floor loading limits. (Maximum load to be discussed with the Venue Technical Services Manager).

2.2 The Exhibitor shall be responsible for and shall repair to the satisfaction of the Venue any damage to the Property or Stand and should he fail to do so within 7 (seven) days after the end of the Exhibition, the Venue may, without notification to the Exhibitor and at the Venue's sole discretion, carry out repairs to restore the Stand and/or Property and to recover from the Exhibitor the cost and expense thereof, which shall be payable on demand.

2.3 Please refer to the **Venue Rules and Regulations** for compliance with landlord terms and conditions.

3 GENERAL OBLIGATIONS OF THE EXHIBITOR

3.1 The Exhibitor shall:

- a) not without the prior written consent of the Organiser, close off any streets or pedestrian walkways within or outside the Property and shall at all times ensure that all streets and walkways are kept open for normal vehicle and pedestrian traffic;

- b) not in any way interfere with, hinder, obstruct, impede or in any other way be a nuisance to any of the other users of the Property;
- c) not cause or permit the obstruction or blockage of sewer pipes, water pipes and drains in use in connection with the Stand or the Exhibition;
- d) not without the prior written consent of the Organiser solicit or canvass for business on the Property except on the stand, nor on any parking area near the property, and shall not distribute pamphlets, handbills or other advertising matter on motor vehicles parked anywhere on the Property or in the parking areas;
- e) be responsible for the removal of all Exhibition Stand material and rubble related thereto.

3.2 Animals:

No dogs or other animals may be brought onto the premises. No animals, birds, insects or reptiles will be permitted to form part of an exhibit, or be sold, unless with the prior written consent of the Organiser, which consent will be at the sole and absolute discretion of the Organiser.

3.3 Compliance:

Any Exhibitor or any of his employees or agents who, in the sole and absolute discretion of the Organiser, fails to comply with any of these Rules and Regulations shall entitle the Organiser to cancel the contract with the Exhibitor without notice or order of court, and in so doing the Exhibitor will be obliged to vacate the Property with immediate effect. Notwithstanding any specific remedy in these Rules and Regulations.

3.4 The Organiser reserves the right to take any steps it in its sole and absolute discretion considers necessary to enforce these Rules and Regulations. The Organiser's decision as to whether these Rules and Regulations have been breached shall be final.

3.5 Warranties

The Organiser does not warrant that the Exhibitor will be granted any licenses, consents or permits in respect of the Stand.

3.6 The Exhibitor shall be solely responsible for the strict compliance with all laws, ordinances, by-laws and regulations affecting or relating to the use of the Stand including those relating to fire prevention, health and building inspection.

3.7 Indulgences

No indulgence that the Organiser may grant to the Exhibition shall constitute a waiver of its rights.

3.8 Deliveries

The Organiser cannot accept deliveries on behalf of exhibitors and all exhibitors must ensure that they or their stand builders are available to receive deliveries to the site.

4 **DOMICILI AND NOTICES**

4.1 The parties choose *domicilium citandi et executandi* ("*domicilium*") for the purposes of the giving of any notice, the payment of any sum, the serving of any process and for any other purpose arising from this agreement, as follows:

4.1.1 The Organiser

- a) Physical Address
Building 16, The Woodlands Office Park
20 Woodlands Drive, Woodmead
Sandton, 2191, Gauteng, RSA
- b) PO Box 126, The Woodlands Office Park, 2080

4.1.2 The Exhibitor

The postal and street address as indicated on the face of the Agreement to Exhibit.

4.2 Each of the parties shall be entitled, from time to time, by written notice to the other, to vary its domicilium to any other address that is not a poste restante.

5 **EXCLUSIONS**

5.1 The Organiser shall not in any event be held responsible for any restrictions or conditions which prevent construction, erection, completion, alteration or dismantling of Stands, or for the failure of any services normally provided at the hall/s and/or Stand, or for the cancellation or part-time opening of the Exhibition, either as a whole or a part, or for amendments or alterations to all or any of the Rules and Regulations caused by circumstances not under their control.

6 **INDEMNITY**

6.1 Under no circumstances shall the Organiser be responsible for any loss or damage of any kind to property brought into the Exhibition by the Exhibitors, their servants, agents or contractors or members of the public or any person whatsoever or for any injury to the person of the Exhibitor or his servants, agents or contractors or members of the public, or any person whatsoever, in or about the Exhibition, howsoever such loss or damage to Property or injury to person may be caused and notwithstanding that such a loss or damage to property or injury to person may have been occasioned by the fault or neglect of the Organiser, their agents or servants, or by the premises being in, or falling into a defective state of repair.

6.2 The Exhibitor hereby indemnifies the Organiser against any claim of whatsoever nature that may be made against the Organiser by any agent or servant or employee or contractor or member of the public, or any person whatsoever, for any loss or damage to property of such claimant or any injury suffered by such claimant in or in connection with the Stand or display or Exhibition of the Exhibitor upon the property or surrounding parking areas notwithstanding that such loss or damage to property or injury to person may have been occasioned by the fault or neglect of The Venue, its agents or servants or by the premises being in, or falling into a defective state of repair.

7 INSURANCE

- 7.1 Each Exhibitor shall be obliged for the period of the Exhibition and the construction and dismantling period, to insure himself against all or any loss that he may suffer or liability that he may incur, in terms of or arising out of the contract and these Rules and Regulations. The Exhibitor shall exhibit an insurance policy/ies complying with the foregoing and proof of payment of the premiums due in terms thereof to the Venue on demand, which demand may be made at any time after 14 (fourteen) days prior to the start of the Exhibition. Should the Exhibitor fail to pay the premium or fail, on demand, to produce the policy of insurance, The Venue shall be entitled to pay the premium or effect such insurance (as the case may be) on the Exhibitor's behalf and to recover the costs and charges thereof or in connection therewith from the Exhibitor.

8 STAND DESIGN AND PLANNING

8 POSITIONING OF DISPLAY GOODS

- 8.1 No Exhibitor will be permitted to display goods or signboards in such a manner as to obstruct the light or to impede the view along the open spaces or aisles or to occasion inconvenience or otherwise affect the display of other exhibitors.

9 DECORATIONS AND DISPLAY ADVERTISEMENTS

- 9.1 Exhibitors will not be allowed to put up decorations or display advertisements except upon and within the limits of their own stand. No decoration or display will be allowed on the outside face of any partition or dividing wall, whether such is erected by or on behalf of the Organiser or the Exhibitor or otherwise. The Organiser reserves the right to remove at any time any decoration or advertisement which it may deem in its sole and absolute discretion objectionable or unsuitable for exhibition purpose.

10 CONSTRUCTION OF AISLE AND OPEN SPACES

- 10.1 No Exhibitor shall obstruct or permit any aisle or open spaces to be obstructed by any goods or materials belonging to or to be used by such Exhibitor or such Exhibitor's agent. If, after notification by the Organiser he shall fail to remove such obstruction immediately, the Organiser shall have the right to take such steps as it may consider necessary to effect such removal, at the expense of the Exhibitor.

11 SUBMISSION OF PLANS

- 11.1 Submissions of stand design plans should be submitted directly to Lodge Events. The Organiser will not be responsible for any approval or submissions from any parties whatsoever. Below the details for submissions.

Lodge Events
Terrence Jacobs
terence@lodgeevents.co.za
Tel: 083 390 7252

12 OPEN FRONTAGES

- 12.1 All Stands in the Exhibition, irrespective of height, shall have at least one third of each frontage either open or fitted with approved transparent material. This area shall extend vertically from the floor to the underside of the fascia.

13 EDGE OF PARTITIONS

- 13.1 The edges of all partitions facing on to gangways shall be sealed and demarcated to the satisfaction of the Organiser.

14 ADJACENT STANDS

- 14.1 If adjoining Exhibitors both wish to build two-story Stands they are strongly advised to collaborate in the overall design. Should only one Exhibitor wish to exceed 3 (three) meters in height or to build a two-story Stand he is responsible for both sides of the dividing wall above 2.5m high. This shall be of solid construction, suitably finished and decorated on the reverse side in a colour acceptable to the adjoining exhibitor, but carrying neither titles, devices, advertising matter nor exhibits where the elevation overlooks the single-story Stand. The dividing wall shall be erected and dismantled throughout its total height by the Exhibitor exceeding that height.
- 14.2 Failure to comply with this Regulation may result in the Organiser completing the work at the expense and risk of the Exhibitor at fault. This will apply to an Exhibitor failing to erect partitioning between his own and the adjacent Stand as well as to any firm erecting a common partition of less than the height specified, except by mutual agreement.

15 TOPS OF STANDS

- 15.1 Stand, or parts of Stands, within 2 (two) meters of a gallery line upon which matches and other burning articles can be dropped from the gallery, even though roofed over with an approved Valeria, should additionally be covered with metal, glass-silk or approved board. As the tops of ground floor Stands are visible from the gallery these shall be tidily completed.

16 VISITS TO STANDS

- 16.1 Exhibitors whose Stands adjoin or include part of the hall (main building) structure should visit the site with their designer to check measurements. Appointments to do this must be made with the Organiser at an early stage in the design. Any Exhibitor with a column on his site must confirm its dimensions and location himself.

17 INSPECTION BY EXHIBITOR

- 17.1 By signing the Contract, the Exhibitor confirms that he has inspected the Stand and that all provisions on the Stand including electrical, water and other supply outlets are in order and that the Exhibitor accepts the same in their present condition, and acknowledges that the Stand is suitable for the purpose of the Exhibition.
- 17.2 The Organiser shall not be liable for any loss or inconvenience suffered by the Exhibitor as a result of the in-

interruption of water, electricity or communication services or any occurrence of whatsoever nature arising out of the provision of such services.

18 MEASUREMENT AND AREAS OF THE STAND

18.1 The Exhibitor agrees that any measurements relating to the Stand or any features of the Stand to be let which are shown on any plan or other drawing tendered by any agent of the Organiser to any Exhibitor shall be an approximate measurement. The Organiser shall in no way be responsible for any loss occasioned through any deficiency in any such measurement being recorded that the Exhibitor shall be solely responsible for determining the exact extent of the area of the Stand to be let.

19 FLOOR LOADING AND MAXIMUM HEIGHTS

19.1 For Height & weight restrictions please refer to The Venue Exhibitor Manual loaded on Event website.

20 DEFECTS IN THE STAND

20.1 The Organiser is unaware of any defects of any nature on or related to the Stand that may cause any damage or loss to any Exhibitor.

21 LIMITATIONS ON BUILDINGS OR ERECTIONS ON THE STAND

21.1 Exhibitors may only place such buildings or other erections on the space let as provided for in the contract.

22 POSITIONING OF EXHIBITS

22.1 Exhibitors will be required to place their Exhibits so as to contribute, as far as possible, to the general effect and aesthetics of the Exhibition and the Property. The Organiser has the right to reject an exhibit should it not, in its sole discretion, be of an acceptable standard.

23 POSITIONING OF SIGNBOARDS

23.1 No Exhibitor, his servants, agents, contractors or other person shall attach any signboard, advertising matter, painting or otherwise, to any building or other structure belonging to the Venue without first obtaining permission, in writing, from the Venue. If such permission is granted it will only be on condition that the attaching, as aforesaid, will not in any way interfere with or cause damage thereto. Except where special permission to the contrary has been given by the Organiser no sign or name board shall be placed in such a manner as to interfere with the fascia, or with the front of the Stand. NO EXHIBITOR SHALL CAUSE ANY NAILS TO BE DRIVEN INTO WALLS OR FLOORS OR CAUSE SUCH TO BE DAMAGED OR MARKED IN ANY OTHER WAY.

24 CONTRACTORS

24.1 Exhibitors shall notify the Organiser of the names of their Stand contractors and sub-contractors. In placing contracts for the construction, erection and decoration of

Stands Exhibitors should insist that the selected contractor or sub-contractor fulfils the following:

a) He subscribes to the conditions of employment, rates of pay, etc. as laid down in the current Industrial Agreements (or any subsequent agreements in force at the date of the Exhibition).

b) He agrees to the Rules and Regulations of the Exhibition (including those of any of the Local Authorities).

c) He will only use acceptable materials in the construction, erection and decoration of the Stand.

24.2 All work carried out by electrical contractors shall be carried out only by licensed contractors and licensed electricians in accordance with Municipal and Government Regulations. Before commencing work the Mandatory Form A shall be completed.

24.3 He shall guarantee that the Stand will be finished and all litter removed before 18h00 on the day prior to the opening day, and that he will dismantle and remove the Stand together with all rubbish within the period stipulated in clause 1.1 of these regulations.

24.4 He will be an approved sub-contractor of the Organiser (a list of sub-contractors is available on request).

25 PACKAGE STANDS

25.1 In certain areas of the Exhibition, Stands will be offered complete with a Package Stand supplied by the official contractor appointed by the Organiser. Parts of these Rules and Regulations do not apply to Exhibitors occupying such Stands but these Exhibitions, their architects, stand designers, stand contractors and agents should contact the Organiser if in any doubt. the Organiser will supply and fix the Exhibitors' name and Stand number to the fascia of Package Stands. No other name, sign or symbol may appear on the outside of the Stand.

26 GROUP STANDS

26.1 These Rules and Regulations also apply to Exhibitors taking part in a group exhibit. It is the responsibility of the organizing body to make sure that all participants observe these Rules and Regulations.

C CONSTRUCTION OF STANDS

27 SAFETY PRECAUTIONS

27.1 The Exhibitor, his servant, agent or contractor shall at all times take the necessary precautions to ensure the safety of persons and/or property on, near or surrounding any erection or building work, or preparation for such work.

28 SERVICE CONNECTIONS

28.1 Exhibitors shall provide at their own expense, all necessary connections with water and electric mains, as well as exhaust pipes, drains, etc. but no such connection or any disconnection shall be made by an Exhibitor, unless with the consent and under the direction of the Organiser's own contractor or staff. No floors or structural portions of The Venue buildings or barriers shall be cut or damaged, or in any way interfered with.

29 COMPRESSED AIR, WATER AND WASTE

29.1 These facilities are not available on the perimeter of the halls and Exhibitors who require them should make sure when booking space that they can be made available and check the sizes of the connecting services, their positions and capacity. Air, water and waste connections (which will be metered and charged for) may be installed only by contractors approved by the Organiser.

30 HUNG SIGNS

30.1 Hung signs shall be fitted with two or more independent suspensions each of sufficient strength and so spaced in relation to the body of the sign that in the event of one of them breaking or becoming detached the sign will remain suspended clear of and without danger to the public. Every suspension shall be attached to the sign by positive fixings.

31 DOORS AND WINDOWS

31.1 To avoid accidents, doors and windows on the edge of the Stand shall open inwards and not out onto the aisles unless the Stand is set back then they shall not extend beyond the site boundaries.

32 SINGLE STOREY STANDS

32.1 Stands not exceeding 3 (three) meters high (measured from floor level to include fascia and platform) may be erected in any part of the Exhibition hall. The regulations regarding open frontage and edge of partitions shall be followed.

33 OTHER STANDS

33.1 Special permission shall be obtained from the Organiser for any of the following:

- a) Two-story Stands;
- b) Stands incorporating heavy or unusual structures or exhibits;
- c) Stands having a platform more than 500mm above the floor;
- d) Stands incorporating stairs or staircases;
- e) Individual exhibits higher than 3 (three) meters.

33.2 Any Exhibitor wishing to exceed a height of 3 (three) metres is advised to discuss the matter with the Organiser before signing for space. A surcharge may be payable above the 3 (three) meter level. This Regulation is only intended to allow Exhibitors to point out the size, strength, structural properties, etc. of exhibits and also to provide an opportunity for them to include in the designs of their Stands elements or components which cannot be shown within the height limits laid down in the Rules and Regulations.

34 STANDS OVERLOOKING LOWER LEVELS

34.1 Exhibitors with Stands overlooking a lower level may use the back partition, which can be seen from below, to display a symbol or name board. Names may appear once only and the height of the letters shall not exceed 250mm. This back partition shall be properly constructed and decorated. No advertising will be permitted on this partition.

35 ERECTION AND DEMOLITION

35.1 Exhibitors are reminded that they must satisfy the Organiser that the erection and demolition of the Stand can safely be carried out within the allotted time. Any Exhibitor or his contractor wishing to use scaffolding, mobile cranes or hoists which would encroach on gangways or other sites shall first obtain permission from the Exhibition Manager. Scaffolding and other equipment shall not block adjacent gangways nor prevent or hold up work on other Stands. The Organiser reserves the right to restrict the area of scaffolding or plant and to limit the time during which it shall remain in the hall.

36 PROTECTION OF DANGEROUS MACHINERY AND OBJECTS

36.1 All machinery motion or any other potentially dangerous objects shall be protected to the satisfaction of the Organiser in such a way as to safeguard the public and other persons from injury. Approval by the Organiser as to the nature of such protection does not amount to an acknowledgement expressed or implied that such protection is sufficient to comply with any statutory regulations or in any other way.

37 APPROVED MATERIALS

37.1 All Stands shall be built of approved materials. "Approved materials" are only those which have been submitted to the Organiser and obtained their approval. Where the materials or decorations to be used do not conform to their requirements the Authorities and the Organiser reserves the right to:

- a) limit the quantity of such material;
- b) direct the positions in which such material shall be used;
- c) subject the completed Stand to an inspection survey (at the Exhibitor's expense); or
- d) demolish and remove any erections without prejudice to claims for damages.

38 CATEGORIES OF APPROVED MATERIALS

38.1 An Exhibitor causing a Stand to be constructed, or using materials not manufactured nor to be displayed by him as part or all of his exhibit, shall himself observe, and cause his agent or contractor to observe the following standard regulations.

38.2 Categories of approved materials are:

- a) non-combustible material;
- b) inherently non-flammable material
 - i) plywood, hardboard, pulp board or fibre-board rendered flame-resistant by an acceptable process of impregnation;
 - ii) timber of any thickness so impregnated and branded. The use of any material, which is claimed to be fireproof but is not approved by the Authorities is prohibited. If in doubt Exhibitors should send samples of the suggested material to the Organiser. The use of wood, other than specified

above, shall be restricted to floors, platforms and counter tops, moldings and other similar devices.

38.3 Platforms and Floors

- a) Platforms and floors must be constructed of natural timber of a minimum thickness of 25mm (nominal), or wood chipboard or block board of not less than 18mm thick (finished). Corners shall be suitably rounded off or splayed.
- b) Drugged (protective covering type of material), linoleum or other floor coverings approved by the Authorities when used other than on a platform or floor shall be properly secured or weighted at the edges to eliminate rucking (strip or boarding fixed to the floor or any adhesive used as a securing agent will entail a change under "dilapidation").
- c) Painting or distempering of the whole or any part of the Stand floor area will automatically be treated as a "dilapidation". Rubbish, etc. shall not be left under a platform or floor.

38.4 Heating Appliances

Special conditions relating to design and layout of Stands and materials to be used in respect of open fires, cooking stoves (solid or oil-fired), gas and electrical heating apparatus have been issued by the Authorities. Information may be obtained from the Organiser.

38.5 All materials other than the solid boarding described above, or heavy wool cloth having no inflammable dye or dressing therein or other inherently non-flammable materials used as coverings shall be:

- a) Rendered satisfactorily non-flammable, preferably in process of manufacture, or by being dipped in or otherwise saturated with an officially approved fireproofing solution before being fixed or hung;
- b) Fixed taut and/or tight pleats to a solid backing as specified above; and
- c) Secured at floor level by a 75mm deep skirting. Except that such solid backing will not be required for curtaining of window features or fabric ceilings not inclined at a greater angle than 20 (twenty) degrees to the horizontal.

NB Curtains to openings or recesses, where permitted, shall be of inherently non-flammable material or of material satisfactorily rendered non-flammable.

38.6 Plastic materials shall not be used for showcases, counters, shelves and fittings and their use for other purposes will not be permitted without prior consent.

38.7 Counter backs and curtains shall be cut off at least 150mm from the floor and all fabrics used for general decoration of the halls shall be kept out of the reach of the public.

38.8 The use of American cloth, rubberised, cellulose or acetone-based fabric, or any other highly flammable materials as decorations, coverings or draperies is prohibited, as is the use of non-approved plastic materials.

38.9 Paper linings, whether to walls, counter fronts, shelves or elsewhere, shall be plastered on to an approved solid backing.

38.10 Floor coverings, if used, shall be of wool or hair carpet. String, grass (not imitation unless approved), coco matting, linoleum or such other not easily combustible materials as may be approved by the Authorities. Paper, imitation grass matting, American cloth and similar materials shall not be used as floor coverings.

38.11 Signs and fascia's shall be constructed of fire resistant material equal to the other parts of the structure and shall not exceed regulation height and be secured in such a manner as not to be accidentally detached or displaced.

38.12 Shop fronts or windows shall be glazed in plate glass in proper beads and shall be protected with adequate kicking and other rails as necessary.

38.13 Where electric wiring is passed through the ceiling, it shall be protected by asbestos or uralite washers or some other approved form of protection. In no circumstances whatsoever shall any wiring be permitted to come into contact with Valeria.

39 PAINTING

39.1 Decorating generally shall be executed in plastic emulsion, water paint or distemper. Oil-bound paint may be used in small quantities but only for such items as sign writing, picking out of mouldings and other small decorative items. Except by special consent of the Authorities, no Stand, etc. nor part thereof shall be surface or otherwise treated with cellulose paint or other substances with a low flash point or for any other dangerous reasons.

39.2 The use of paint sprayers, auto-trucks and similar plant powered by internal combustion engines is not permitted during the erection of the Exhibition.

40 BUILD-UP DATES

40.1 Exhibitors, their agents or contractors shall satisfy themselves at the earliest possible date that the Stand marked out on the floor conforms to the dimensions shown in their contract and bears the number officially notified. At the same time any dilapidations should be reported to the Exhibition Manager.

40.2 The Organiser may, in exceptional cases, request the erection of particular Stands on days and at times to be specified by them. Shell Scheme Stands may only be occupied on completion of erection and this should be ascertained from the Exhibition Manager.

41 OBSTRUCTION OF STANDS AND GANGWAYS

41.1 Freedom of all main and cross gangways is essential for the build-up and dismantling of the Exhibition.

41.2 Exhibitors, their agents, or contractors shall not erect or place any scaffolding, trestles, cranes, hoists or other equipment or materials, which include any type of vehicle that will impede, delay or stop work on any other site. It is also the responsibility of the Exhibitors and their agents and employees to keep all such gangways clear (so far as reasonably possible) of materials, packing cases, rubbish and equipment, etc.

42 FIRE ALARMS AND HYDRANTS, EXIT SIGNS, ETC.

42.1 Fire hydrants, fire hydrant signs, exit signs, etc. must not be masked or obstructed and at all times all signs must be clearly visible and fire hydrants easily accessible.

43 CUTTING AND FIXING TO BUILDINGS AND PREMISES

43.1 No person under any circumstances shall cut into or through any floor or wall, nor shall make fast any wire, rope, clamp, tackle, etc. to any part of the main building except when and where authorised, in writing, by The Venue. In particular, consent will not have been given for any hole to be made through a floor or wall or for anything to be passed round, fixed or attached to the roof structures of the halls except if approved by the Venue, in writing.

44 CLEARANCE OF REFUSE

44.1 It is the responsibility of each individual Exhibitor to see that all general refuse and litter is taken away from his Stand by 18h00 on the day prior to the opening day. It should be made the clear responsibility of all contractors to remove their own materials, equipment and refuse, and the Exhibitor shall ensure that they fulfil these obligations.

45 DILAPIDATION

45.1 Exhibitors are responsible for the cost of making good, restoring or renewing any serious damage or dilapidation to the main building and Stands or any part thereof, whether caused by themselves, their agents or contractors, or by any person or persons employed or engaged on their behalf by any such agent or contractor. The Venue's representative will inspect every Stand before erection and after demolition. The onus is on the exhibitor concerned to contact the Venue Technical Services Manager once breakdown has been completed to verify whether any damages have been caused in the area/s in which they exhibited.

45.2 Dilapidation includes (by way of example only) marks caused by or to paint, distemper, mortar or any other adhesive substance; bolt, screw or nail holes; battens boarding or any other material or substance attached or adhering to the walls, floors or other parts of the buildings; loose wire or other articles left behind. The cost of making good will be assessed and charged to Exhibitors by the Venue. In their own interest Exhibitors should satisfy themselves as to the condition of their Stand, both before erection and after clearance.

46 SAFE WORKING PRACTICES

46.1 Contractors need to ensure they are working according to the guidelines and regulations as prescribed by the Occupational Health & Safety Act (OCHSA).

46.2 It is required that all contractors and sub-contractor's adhere to the Safe Working Practices as set out in the act. Staff & contractors shall be vigilant towards health & safety issues to themselves and others in the area and

shall observe the following practices which will be monitored and enforced by the Organiser:

- a) The understanding of the Fire & Emergency Services procedures.
- b) The understanding is to ensure aisles leading to emergency exits are kept clear and unobstructed.
- c) The use of hard hats when working or restricting access to dangerous and hazardous areas.
- d) The need to wear suitable protective clothing including eye, ear, foot and hand protection, where relevant.
- e) The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
- f) That after use chemicals and liquids are removed from the venue for safe and proper disposal.
- g) Such products may not be disposed of in general refuse areas.
- h) Ensuring portable power equipment is used for the purposes intended with safety guards correctly fitted and used.
- i) Ensuring portable electric tools are used with minimum length of trailing leads and not left unattended with a live power supply.
- j) That forklifts are not used by anyone other than fully trained personnel.
- k) That work is maintained free from general waste material that could be hazardous.
- l) That proper scaffolding is used during construction, that safety features are provided, in acceptance with established standards, and tower scaffolding is used and properly constructed.

47 MEDICAL AND FIRST AID

47.1 A first aid facility will be located on site. Patients requiring further treatment will be referred to the nearest applicable hospital.

Somerset Hospital	021 402 6911
Mediclinic Cape Town	021 464 5500
Netcare Christiaan Barnard Memorial	021 441 0000

D DELIVERY OF EXHIBITS

48 EXHIBITS - DELIVERY AND HANDLING

48.1 No exhibits will be allowed into the Exhibition after 20:00 on the day prior to the opening day. All ladders, trestles, toolboxes, packing or other materials shall be removed from the building by 18h00 and Stands dressed by 18h00 on that day. This is to allow gangways to be swept and carpets to be laid the night before the Exhibition opens.

- a) The cost of conveying goods to and from the exhibition Stand shall be borne by the Exhibitor.
- b) Wherever possible every facility will be given to lorries, vans or other vehicles or conveyances to unload at the Property, but the Organiser reserves the right to specify the time in the interests of the Exhibition.

- c) Vehicles will not be allowed into the hall on the day prior to the opening day.
- d) Exhibitors should arrange with their contractors for exhibits to be unloaded and conveyed to the Property.
- e) As craneage and labour are not available on demand, Exhibitors should make sure that arrangements have been made in advance for unloading vehicles.
- f) Entry for heavy or otherwise awkward loads should be arranged with the Exhibition Manager.
- g) The Organiser will specify times and gate entry but immediate access may not be possible.
- h) Vehicles shall not be locked or left unattended whilst on any part of the Property.
- i) Any damage to other vehicles, to parts of buildings, or to Stands or exhibits shall be reported immediately to the Exhibition Manager.

E FIRE PROTECTION

49 DANGEROUS, EXPLOSIVE AND OBJECTIONABLE ARTICLES

Dangerous articles, especially those of an explosive nature and in particular, fireworks, are not permitted on the Property. Exhibitors of objectionable or noisy products, or products which may cause inconvenience, must conform at all times to any measures which may be prescribed by the Organiser in the interests of the public health, morals and safety. The Organiser reserves the right to instruct the Exhibitor at any time to remove articles which the Organiser deems in its sole and unfettered discretion to be dangerous, objectionable or a nuisance. The Exhibitor shall immediately comply with any such instruction

51 EXITS

- 51.1 No structure or exhibit shall so be placed or constructed as to impede the ordinary movement of people, nor shall it so be constructed or placed that the existing exit facilities and signs are obstructed. No object at floor level shall be placed in any exit route.

52 FIRE EQUIPMENT

- 52.1 Exhibitors should familiarize themselves with the location and use of all available fire equipment in the vicinity of their Stands. No person shall remove, obstruct or damage any of the provided fire equipment.
- 52.2 The Fire Department may, depending on the circumstances of each case, require an Exhibitor to provide additional fire equipment.

53 WRITTEN PERMISSION

- 53.1 Written permission from the Director, Fire and Emergency Services is required for:
 - a) Storage or use of hazardous substances or flammable liquids;
 - b) Open fires and demonstrations using naked flames;

- c) Two-story or double volume of solid covering of Stands;
- d) The sale or use of fireworks.

54 LEGAL OBLIGATIONS

- 54.1 It shall be the responsibility of each Exhibitor to observe all current fire regulations that are applicable to his circumstances. Any violation of the fire by-laws and/or the foregoing circumstances and conditions of approval could result in:
 - a) the closure of the Stand;
 - b) the issue of a compounding fine as prescribed in the relevant by-laws.

F ELECTRICAL INSTALLATION

55 PROVISION OF ELECTRICITY

- 55.1 The Organiser shall provide an adequate electricity supply subject to municipal supply.
- 55.2 Only the venue Technical Services Manager and staff and the Venue's appointed electrical contractors shall have access to the service tunnels and ducts.
- 55.3 Electrical connections in the form of flexibles will be provided by the Venue's electrical contractor on site to the distribution board on each Exhibition Stand, from where the Exhibitor's electrician will be allowed to do the necessary reticulation, which shall at all times comply with the provisions and regulations of the Machinery Act (1983) as amended.

56 HALL LIGHTING

- 56.1 All Exhibition halls will have general hall lighting on during opening hours.

57 ELECTRICAL CONSUMPTION

- 57.1 All current consumed by Exhibitors shall be obtained from the mains supply of The Venue. Supplies will be from floor or overhead service boxes, according to the location of the Stand.
- 57.2 The supply available will be A.C. 380 volt, 3-phase and 220-volt single phase, 50 cycles, for all power and lighting purposes.

NOTE the Organiser cannot hold itself responsible for any claims arising out of any loss of power, drop in power and lighting current which might come about by any reason whatsoever.

- 57.3 Connection of supplies (for which separate meters shall be provided by the Stand electrical contractor) to the mains shall be carried out by approved contractors.
- 57.4 A representative of the Organiser has the right to enter any Stand and examine the electrical wiring, lamps, motors and accessories and the Organiser reserves the right to refuse the connection of any Stand not complying with these Regulations or to limit the supply to any consumer. To permit connection to the mains, the Exhibitor or contractor shall leave a tail from the meters of sufficient length to affect the necessary connection.
- 57.5 The Venue will charge for making good floors where supplies are taken from the floor boxes. All conduits from a floor box to a Stand shall be countersunk in the floor unless special permission has been obtained. Elec-

trical installations on Stands and other exhibits shall comply with the laid down Rules and Regulations and any requirements made by the Authorities.

- 57.6 The Organiser reserves the right to install their own electrical meters and to charge Exhibitors for the current consumed by them while their Stand is occupied.
- 57.7 The Organiser may also call upon such Exhibitors to install at their own expense an approved type of low-tension oil-circuit breaker with no volt release to act as the main switch for their incoming supply.
- 57.8 All motor starters shall comply with Municipal Regulations.
- 57.9 The Organiser reserves the right to disconnect the electrical supply from any Exhibitor who contravenes the electrical regulations.

58 WIRING INSTALLATIONS

- 58.1 Wiring may be in VIR, PVC or other approved types of wiring, but VIR shall be of good quality not less than 1.5 sq. mm. rate area, 250-volt grade of single-phase, or 380v for three-phase working, taped, braided and compounded. Conductors shall comply with the appropriate South African and/or British Standards specification. PVC shall be of best quality.

Jointed cable shall only be used where the cable is suspended in free air and its use shall be kept to a minimum. Such joints shall be soldered and covered with pure rubber tape protected with cambric tape. Connection of cables in conduit runs shall only be made in SABS or BS conduit boxes using screwed connectors.

- 58.2 The current density in conductors shall not exceed that recommended. All circuits shall be separately fused and for lighting, each circuit shall not carry more than 1 000 watts, 4.2 amperes. Each piece of apparatus over 1000 watts shall be separately fused. For power and special equipment, where a higher current is necessary, the loading on each circuit shall be kept to a minimum. Flexible cord shall be of circular section and not twisted and its use restricted to pendants and small portable apparatus. It shall not be concealed and joints shall not be made in it.
- 58.3 Unenclosed wiring (this to include VIR and approved PVC) shall be installed remote from any textile coverings or decorations. To pass through coverings or decorations, such coverings or decorations shall be protected efficiently by insulating rings or similar devices. Bar conductors (except where used as earth conductors), or cables with joints or otherwise damaged, shall not be used.

59 CONNECTIONS AND PROTECTION OF WIRING

- 59.1 Service mains, where carried overhead, shall be supported on steel wires or by other approved means, with insulators, suspension clips or hangers and made off at the overhead service boxes with a suitable length of slack wiring for the connection to be made. This slack wiring shall have a label appended to it, showing name, number of Stand holder and approximate load. Wiring and service mains under the floors or behind partitions of Stands where it is necessary to run in the floor shall

be protected by screwed conduit, electrically bonded to earth.

- 59.2 All conduits and fittings shall give adequate provision for wiring and shall be screwed to ensure satisfactory electrical continuity across joints. Conduits shall be solid drawn or with welded seam (not close jointed). Conduits shall be continued through the floor or through a partition and finished with a bush. Outgoing and return mains for AC shall be in the same conduit. Heavy PVC need not be protected but shall be properly fixed by suitable clips or other approved methods. Lead covered wiring shall not be used.

60 SAFETY MEASURES

- 60.1 Electrical equipment and exhibits shall be guarded as necessary to prevent accidental contact with live metal or short-circuiting for live terminals, etc. Electrical storage batteries shall be suitably protected from accidental short circuit.

61 ULTRA-VIOLET RAYS

- 61.1 When used, ultra-violet rays shall so be arranged that the public is not able to look directly at the source of the light.

62 USE OF SIGNS, HT LUMINOUS & HT FLUORESCENT TUBES, ETC.

- 62.1 Details, in writing, and drawings of any type of sign, HT luminous tube sign or lamp exhibit shall be submitted to the Organiser and shall not be installed without written consent (details and drawings are not required for small advertisements where the whole apparatus is enclosed and protected). Exhibitors shall ensure that the Stand is strong enough to carry the weight of the exhibit and that the Regulations on the use of incombustible material are complied with.
- 62.2 Electrically operated or illuminated signs shall not be mounted directly on combustible materials. Internally lighted signs shall be made of approved non-flammable materials and shall be so constructed and ventilated that no part overheats.
- 62.3 The use of plastic covers is not permitted. Applications shall be accompanied by an estimate of the likely consumption of electricity.

63 PRECAUTIONS AGAINST EXCESSIVE HEAT

- 63.1 Unless the exhibits are of an incombustible nature, exhibition cases shall be illuminated from the outside only and where internally lighted, suitable ventilation shall be provided. Incandescent lamps of high wattage and other apparatus or appliances with heated surface shall, in addition, to being suitably guarded, be arranged well away from combustible exhibits and in such a manner as will prevent contact therewith. Heaters shall preferably be of the low temperature type. Stands containing electrical apparatus or lamps liable to generate abnormal heat shall be fitted with solid, flameproof ceilings.

64 GAS REGULATIONS

- 64.1 Only one 9kg gas cylinder is permitted per application.
- 64.2 Any spare cylinders are restricted to a 9kg cylinder and must be stored outside of the building in lockable facility.
- 64.3 A qualified installer (relevant qualification) with the relevant licence must install the gas connection and sign the installation off on a certificate of compliance.
- 64.4 A copy of the relevant licence and certificate of compliance must be made available to the venue's safety officer and to the Fire and Emergency representative.
- 64.5 A 9kg dry powder fire extinguisher must be installed in close proximity to the gas cylinder.
- 64.6 Clear signage must be displayed indicating where the gas cylinder has been installed.
- 64.7 The gas cylinder must be easily accessible and not locked or blocked, this is in the event of a leak or emergency.
- 64.8 All piping must be in good order with permanent connections with no leaks.
- 64.9 The gas cylinder must be disconnected at night or when the stand is not manned.
- 64.10 Final permission can only be granted on site once the above conditions have been inspected. Should the Fire & Emergency representative or the venue's safety officer find any unsafe conditions this will need to be rectified before permission is granted.

G PLUMBING AND WATER SUPPLY

- 65 Where required by the Exhibitor, plumbing connections will be supplied by the Organiser's contractor.
- 66 All costs incurred in the provision of these connections will be for the Exhibitor's account and shall be payable by the Exhibitor to the Organiser.

H SECURITY

- 67 The Organiser has contracted the services of a security organization to undertake all security on the Property and the Exhibitor shall make use of the services of this contractor should the Exhibitor require security services. All costs incurred in connection therewith shall be for the Exhibitor's account and shall be payable by the Exhibitor to the Organiser prior to the commencement of the service.
- 68 Whilst the Organiser shall be responsible for the general security of the exhibition, the Exhibitor shall be responsible for the security of his Stand and the contents thereof.
- 69 Police Station:
Cape Town Central
Tel: 021 467 8001

I CLEANING

- 70 The Organiser has contracted the service of a cleaning organization to undertake the cleaning of halls, including

Exhibitor's Stands with Walk On Package ordered. Space only does NOT include cleaning. Including communal areas and passages. Should the Exhibitor wish to have his stand cleaned the Exhibitor shall make use of the services of this contractor. All costs incurred in connection therewith being for the Exhibitor's account and payable by the Exhibitor to the Organiser prior to the commencement of the service.

- 71 Exhibitors shall ensure that their Stand is properly cleaned at least half an hour before the opening times of the Exhibition each day and shall furthermore ensure that the Stand remains clean throughout the Exhibition period.

I ON SITE MATERIALS HANDLING

- 72 Larouxnelle has been officially appointed as the on-site materials handling contractor and all quotations for forklifts, skyjacks, container management and parking should be arranged through the contractor

For any requirements please mail Leon Roux at leon@larouxnelle.co.za or Tel: +27 21 850 8581

K MUSIC AND SOUND

73 PUBLIC ADDRESS AND LOUD HAILER SYSTEMS

- 73.1 Exhibitors are not permitted to use public address or loud hailer systems. At any time musical or audio electronic equipment may only be used or demonstrated from a sound proof area. This regulation will be strictly enforced.

73.2 Music Rights

Exhibitors shall obtain a licence from the Southern Africa Music Rights Organization (SAMRO) or any other such statutory body for any performance in public, of which music forms part, given or presented by the Exhibitor on the Stand. Such a licence shall be obtained whatsoever the mode of performance of music, i.e. "live music", radio, tape recording, disc players, television sets or similar devices.

L PARKING / TRAFFIC CONTROL

- 74 N/A – Refer to venue rules & regulations for info

M PAMPHLETS

75 DISTRIBUTION OF PAMPHLETS

Exhibitors will not be allowed to distribute or display printed or other placards, handbills, circulars or other articles, or in any way conduct their business, except on their own stands. In the event of an Exhibitor distributing placards, handbills, circulars or other articles, whether it be on their Stands or otherwise, to the annoyance of other Exhibitors or visitors, or in the event of an Exhibitor's placards, handbills, circulars or other articles being deemed by the Organiser to be objectionable or unsuitable, the Organiser may, without notice, prohibit such distribution or display.

N SAMPLES

76 DISTRIBUTION OF SAMPLES

- 76.1 The attention of Exhibitors is drawn to the Regulations in terms of which samples of foodstuffs, beverages and the like may not be distributed or sold except on the written authority of the Venue, which consent shall be at the absolute discretion of the Venue and the Municipal Health Department (Food Section).
- 76.2 Exhibitors are furthermore advised that permission will not be granted for the distribution of foods or drink samples with a mass of more than 30g or a volume of more than 30ml.
- 76.3 Prohibition of Sales and Free Distribution by Exhibitors
- a) Nothing shall be sold or given away or otherwise disposed of by Exhibitors which will in any way conflict with, or which is the subject matter of a privilege, or concession granted or sold by the Venue and/or the Organiser. It is the Exhibitor's responsibility to ascertain from the Organiser the nature and extent of such privileges or concessions.
 - b) No food or liquor (other than prescribed under Regulation 77 herein) shall be sold or otherwise freely supplied. The Venue reserves the right, without prior notice to the Exhibitor; to close any exhibit during the period of the Exhibition should this rule be disregarded, in which case no rental will be refunded.

O CATERING AND VENDING

77 CATERING

- 77.1 The Venue has contracted the services of a caterer and vendor, to supply catering and vending facilities on site.

Contact:

Please contact Organiser's office to confirm contact information as this will be the floor/venue manager from the CTICC

- 77.2 The Exhibitor shall ensure that no liquor or alcoholic beverages are sold on the Property.
- 77.3 Should the Exhibitor require catering facilities, The Venue and the Exhibitor shall agree on the specific place on which the catering is to take place and the client shall not cater at any other place in the Stand or on the Property.
- 77.4 The Exhibitor shall liaise with the Venue regarding all catering facilities provided for the Stand and the Exhibitor shall ensure that it complies with all municipal rules and by-laws relating to catering and that all regulations, by-laws and the like are complied with.

P BREAKDOWN

- 78.1 The time allowed for dismantling shall be as stipulated in clause 1.1 of these regulations or as the Organiser may from time to time determine.
- a) Immediately after the Exhibition closes, Exhibitors will only be permitted to remove portable exhibits and personal effects from their Stands under the supervision of authorized members of their staff, if a goods removal form has been obtained, completed and signed by the Organiser's Representative. No vehicles will be allowed inside the Exhibition Halls on the night the Exhibition closes.
 - b) Exhibitors, their agents or contractors are responsible for the complete removal of all goods and materials used by them, together with all refuse. Wires, ropes, etc. used for suspension shall be removed. Should any Exhibitor, agent or contractor fail to remove from the buildings any exhibit, Stand, wires, ropes or refuse within the time stipulated, the Exhibitor shall indemnify the Organizer in respect of any claim thereby occasioned, including inability of the Organiser to give possession of any part of the Property to a contracted subsequent occupier. Furthermore, the Organiser shall be entitled, but not obliged, to remove such materials as it deems necessary, at the cost of the Exhibitor, who shall be liable for all loss and costs thereby occasioned.

NB: The Organiser reserves the right to specify the time by which individual Stands and exhibits shall be removed.